ABSTRACT OF THE DISCLOSURE

In a single software package including a data entry interface that supports entry of data in multiple formats, including a word-processing format and/or a spreadsheet format for numerical processing of numerical data, all personal data of a user can be entered into a single personal data file of a single program. By implementation of the single software package, data is made easily accessible and transportable. The ~~flexibility and convenience of data organization and retrieval afforded by the~~ single software package includes a provision by which organization, storage and retrieval of the entered data are governed by user-defined parameters, and pre-defined personal data categories and subcategories may be utilized to further organize the personal data. Additionally, a data entry interface supports data entered by scanning ~~may provide an improved quality of life for a user by freeing time and resources of the user~~.

3